

Ekta Singh, Senior Advisor, EDI + Belonging
 St. Lawrence College
 Draft road map/work plan

Draft SLC EDI and Belonging Task force Project Timeline

Phase 1: Form the SLC Belonging Task force and begin curating EDI Best Practices

St. Lawrence College believes honesty, inclusivity and accountability are the pathways to success. As its communities evolve, it looks to create a sense of **belonging** for our students, team, and partners. SLC celebrates diversity, respects everyone’s differences, values contributions, and fosters an environment where everyone feels they can participate without discrimination in the College community. St. Lawrence College is taking several steps to advance equity, diversity, inclusion and indigenization including the creation of a “Belonging Task Force” and Working Groups. The Task Force will begin their work by first taking steps to better understand the current state of equity/inclusion/diversity and belonging at the College by engaging in various forms of data collection. It will then work to identify area of success, identify systemic barriers to EDI, develop directives for action, and establish an implementation plan for reducing those barriers and advancing the core value of Belonging at the College. The work of the Task Force and Chair will be grounded and guided by the frameworks of *evidence-based practice (EBP)* and *data driven decision making*. EBP in the context of EDI strategic planning is an approach that integrates the knowledge and information from studies, research, and best practices with EDI experts and leaders from national and international organizations. Using data and an evidence-based practice to guide our thinking, coupled with a proactive and supportive leadership and organizational culture will help to increase our College’s ability to embrace change in EDI initiatives.

Action	People	Dates/Timeline (approx.)	Resources Needed	Status
1. Review and select applicants	Ekta/Christopher using EDI Matrix in consult with CET	Week of Nov. 2 nd		Complete
2. Send out Doodle poll re: meeting	Ekta	Week of Nov. 9 th		Complete
3. Design Belonging task force infrastructure and meeting schedule	Ekta + Melissa K.	Week of Nov. 9 th		Complete
4. Taskforce meeting: Review TOR and Project timeline + garner feedback	Ekta + TF members	Week of Nov. 16 th		Complete
5. Assign roles and responsibilities	Ekta + TF members	Week of Nov. 16 th		Complete
6. NSERC EDI Grant working group	Ekta + TF members	Week of Nov. 16 th	Grant application samples	In progress
7. Create review of best EDI practices (Post-secondary and private sector)	Ekta, Joel	Week of Nov. 23 rd	Algonquin College, Queen’s, Humber, Seneca, Conestoga, MIT etc.	In progress

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Phase 2: Take the “EDI temperature” of the organization

This second phase will help to create a better understanding of the current state of equity, inclusion, diversity and belonging in the College, especially in relation to the College’s core value of Belonging. This includes learning about: *the existence and status of past/present EDI initiatives, the diversity of our staff, faculty and students, the ways in which we foster and serve this diversity; staff/faculty/student experience of being welcomed and respected in our organization, the role equity and inclusion play in SLC programs, services, initiatives, community engagement, recruitment, hiring and advancement practices and professional development needs on intercultural competency and other EDI competencies.* Listening to stakeholders directly will be an important way to deepen our understanding of critically important strengths and challenges and understand the impact of demographics on the experience of our workforce, students, etc.

Action	People	Dates/Timeline	Resources Needed	Status
1. Design tri-campus EDI and Belonging survey (FORMS)	TBD- TF Working Group	November-December 2020	<i>University of California, Queen’s Berkeley EDI Strategic Planning Toolkit</i> <i>Canadian Centre for Diversity and Inclusion (CCDI) Strategic planning Toolkit</i> <i>Queen’s University Student Applicant Census</i> <i>Queen’s University DEAP Tool Assessments</i>	In progress
2. Prepare application and apply to NSERC EDI Capacity Building Grant	TBD- TF Working Group	Due Jan. 11 th 2021	- <i>Sample applications from Aurora College</i>	In progress
3. Conduct interviews with CET members and some CLT members and Associate Deans + (ex. 3 Deans Directors) and utilize EDI self-assessment tool	Ekta + TF working group	January 2020	-Template from EDI Strategic Planning Toolkit from University of California, Berkeley	In progress

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<p>4. Virtual Listening Tours/Focus groups (Tri-campus) (*designated equity groups)</p> <ul style="list-style-type: none"> -Indigenous peoples* -LGBTQQ2S+* -Persons with disabilities* -Racialized minorities* -Women* -Hetero White males -Alumni + Community -Faculty -Students -International students -Staff -Parents -Board of governors -Others? 	<p>Ekta + Task Force Members +Applicants who we were <i>not</i> selected to be on TF but expressed interesting in supporting various projects</p>	<p>January 2021- February 2021</p>		
<p>5. Interviews and EDI self-assessment tool with key College Units/Departments</p> <ul style="list-style-type: none"> -Alumni Relations -Research/Innovation -Program Planning and renewal -Human Resources -Student Admissions -International Office -Athletics -Student Wellness/Accessibility -SCTL 	<p>Ekta + TF Members</p>	<p>January 2021- February 2021</p>		

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Phase 3: Analyze data/trends/opportunities

This phase will include the analysis of the quantitative and qualitative data gathered in phase 2. Qualitative data is crucial to revealing community priorities, the differing themes and issues in the stakeholder responses, and the underlying demographic factors. This phase will dig deep to understand emerging trends in successes and barriers to EDI, and turn conversations with stakeholders and communities into measurable, actionable information for our Task force. Drawing from the survey, interviews, focus groups, listening tours and self-assessment data, the task force will identify goals by categorizing or overarching themes and what demographic factors may be of relevance. These broad patterns are then identified, organized and presented as readable, measurable information in the ultimate report.

Action	People	Dates/Time	Resources Needed	Status
1. Compile quantitative and qualitative data	Ekta + Student research assistant + TF Members	March/April 2021	Student research assistant (from Data analytics program?) to assist with analysis	
2. Analyze and highlight themes	Ekta + Student research assistant + TF Members			
3. Analyze gaps and opportunities + themes with Task force	Ekta + Student research assistant + TF Members			
4. Communicate findings to leadership team	Ekta + Student research assistant + TF Members			
5. Identify short term and long term priorities	Ekta + Student research assistant + TF Members			

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Phase 4: Develop Vision (Goals, strategies, metrics, Recommendations)

The purpose of this phase is to articulate the aspirations of our Task Force in relation to equity/inclusion/diversity goals and create recommendations and benchmarks that are *intentional and actionable* and grounded in accountability for various units at the College. This phase will focus on the development of priorities and recommendations in both the short term and long term. Leaders from divisions and departments who already have strategic planning tools and frameworks will be invited to share their tools. Final recommendation report will presented to CET in early May 2021.

Action	People	Dates/Timelines	Resources needed	Status
1. Review and synthesize the outcomes of the campus review, information gathering etc.	Ekta + Christopher Garnett + TF members + Student research assistant	April/May 2021	Task force members with report writing skills etc. + Sample vision setting tools from the various toolkits	
2. Use vision and goal setting guides with the Task Force to set the vision for the future of equity, inclusion, and diversity for the College	Ekta + Christopher Garnett + TF members + Student research assistant			
3. Ensure alignment of organizational needs and resources during this critical time.	Ekta + Christopher Garnett + TF members + Student research assistant			
4. Draft our strategic recommendation plan holding specific units on campus accountable for various tasks. Will include- Introduction, self-assessment, goals, strategies, metrics, accountability etc.	Ekta + Christopher Garnett + TF members + Student research assistant			